COMMODITY TRACKING TOOL (CTT)

ONLINE DATA ENTRY MODULE

User Manual

Version 1.0

Created on:

22 August 2005

Last Updated on:

4 November 2005

TABLE OF CONTENTS

TABLE OF FIGURES

1. INTRODUCTION

This document describes the *Online Data Entry* module of the *Commodity Tracking Tool (CTT)* application. It provides for the necessary instructions which the user should follow to ensure successful data entry process and is meant for use by the users of the application who intend to enter data into the application.

The document consists of the following sections:

Section 2 – provides overview of the *Commodity Tracking Tool (CTT)* application and its *Online Data Entry* module;
Section 3 – describes the *Request* sub-module of the *Data Entry Form* and gives the instructions on how to fill in the request information;
Section 4 – provides the description of the *Purchase Order* sub-module as well the instructions on how to fill in the purchase order information;
Section 5 – describes the *Invoice* sub-module and provides instructions on how to fill in the invoice information;
Section 6 - describes the *Donations* sub-module and gives instructions on how to provide the donation information;
Annex 1 – provides the definitions of terms used in the Data Entry Form.

2. OVERVIEW

The *HIV/AIDS Commodity Tracking Tool (CTT)* application is an automated information management system which is designed to track and report pertinent information on various types of commodities throughout the delivery process from initial request submitted by a country up to the fulfillment and final shipment for the corresponding order. Analogously, the system tracks and reports on unsolicited donations.

The *HIV/AIDS Commodities Tracking Tool (CTT)* was developed in response to the numerous donor programs that are providing HIV/AIDS pharmaceuticals and other commodities to developing countries. It is critical that this dynamic information base be effectively catalogued, monitored, and shared, so that policy makers and program managers in donor organizations, recipient countries and institutions, and international support groups can make the most appropriate decisions and policies related to program funding and implementation.

The purpose of the tool is to track funds requested and expended on HIV/AIDS-related pharmaceuticals and other commodities as well as the quantities of pharmaceuticals arriving in countries (including donated products) in support of global HIV/AIDS initiatives. The CTT currently tracks information on the Rational Pharmaceutical Management (RPM) Plus Program's HIV/AIDS commodity procurement initiatives funded by the U.S. President's Emergency Plan for AIDS Relief, monitoring the flow of medicines into selected Emergency Plan target countries.

Development of the *HIV/AIDS Commodities Tracking Tool* is a Management Sciences for Health Center for Pharmaceutical Management activity funded by the Bill & Melinda Gates Foundation (for software licensing and development) and the U.S. Agency for International Development (for data entry/maintenance) through the SEAM and RPM Plus Programs, respectively.

The *HIV/AIDS Commodity Tracking Tool (CTT)* application contains a built-in on-line data entry subsystem, which is designed to ensure the project and aid data entry remotely via Internet. Once the user accesses the *Data Entry* module, s/he can enter raw data directly into it. The *Data Entry* module allows for entering new and modifying the existing information. This data entry subsystem provides for a web-based user interface and requires the end user to have a web browser (Internet Explorer) pre-installed.

In the current design, the *HIV/AIDS Commodity Tracking Tool (CTT)* application allows tracking information on the following key components:

- **Request –** the initial "wish-list" of commodities and their quantities as requested by the country (normally 2-3 per year)
- **Purchase Order (PO) –** confirmed order of commodities based on the initial request. Normally one PO per request
- **Invoice –** list of commodities purchased and shipped; references corresponding PO. Several invoices may reference one PO and not otherwise.
- **Donation –** list of commodities delivered independently from the Request and PO process.

Each of these components has its own data entry sub-module designed to reflect the information that is necessary to describe each component.

Because the data for the above referenced components will be often unavailable in the exact same order as the process takes place and potentially might not be available at all, the data entry process is organized in such a way that it allows entering data out of sequence as well as with incomplete data. All four data entry sub-modules are designed as separate modules but provide the necessary links for the following cases:

a) If there is a PO submitted according to a Request, then the Request will reference that PO. Request is expired once a corresponding PO is entered.
b) Each Invoice should have corresponding PO number, even if the PO is not in the database. If the PO is in the database, the list of commodities allowed to be included in the Invoice is preferably selected from the PO commodity list. Quantity in the Invoice (number of units per commodity) must be equal or less than the corresponding quantity in PO.

Once the user provides the information requested, it is important that s/he saves the information input. For this, the user needs to click on the **Save** button at the bottom right corner of the Data Entry screen. Please note, that clicking the **Cancel** button discards the changes made. Clicking the **Close** button allows the user to exit the *Data Entry Module*.

Attention! The required fields in the *Data Entry Form* are marked with an asterisk.

3. THE REQUEST SUB-MODULE

In the *Request* sub-module, the user can provide information on a request for commodities and their quantities as requested by the country. The *Request* sub-module is presented in Figure 1 below.

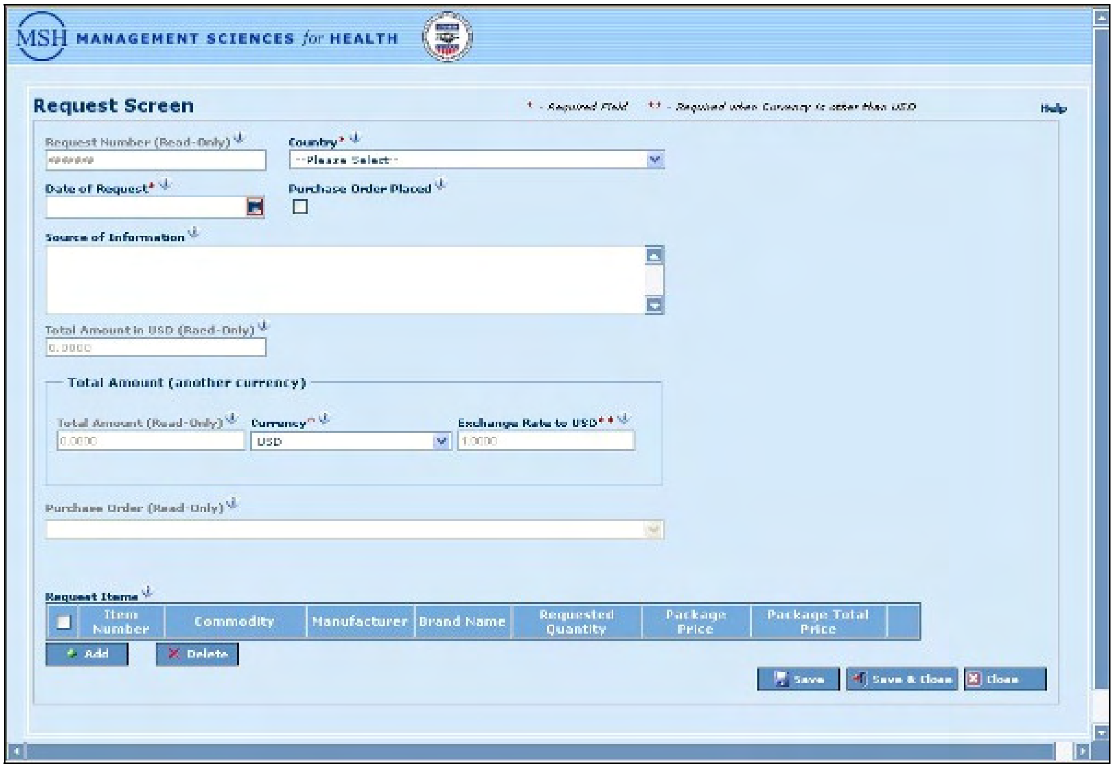

Figure 1: The Request Sub-module

In order to provide the information requested in this sub-module, the user should follow the steps described below.

Steps:

1. In the *Request Number* field, enter the request number.
2. Specify the date when the request is made in the *Date of Request* field. In order to define the request date, the user can make use of the calendar that becomes available when clicking on the icon to the right of the respective field. By clicking on the icon, the user will be able to define the day / month / year when the request is made. The calendar is presented in Figure 2 below.

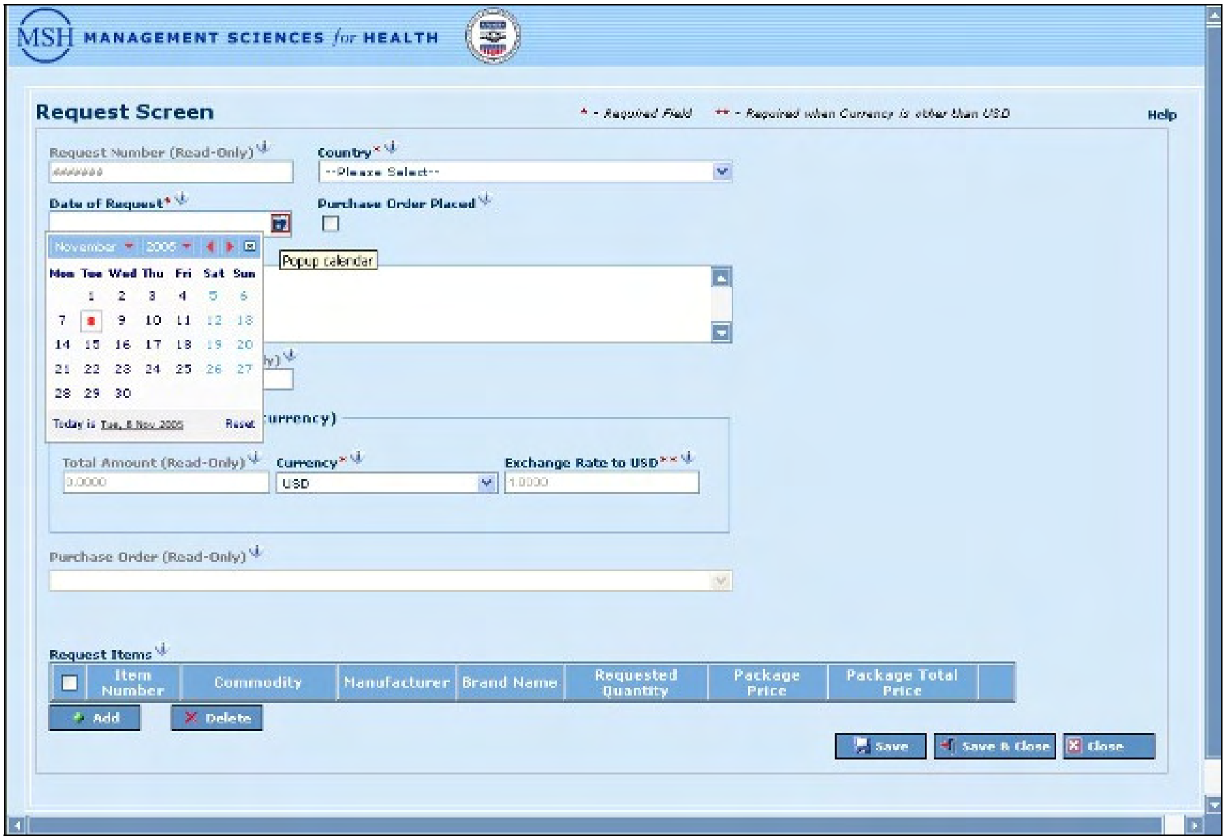

Figure 2: The Calendar

3. Indicate the country presenting the request by selecting the appropriate instance from the *Country* combo box.
4. Specify the source providing the request data in the *Source of Information* field.
5. The *Total Amount in USD* field shows the total amount of request. It is automatically calculated by 1. summing up the total package price for each commodity listed in the request and 2. converting the amount into the USD in case in expressed in a currency other that the United States dollars.
6. In the *Total Amount (another currency)* section, indicate what currency the commodity amounts (e.g. Package Price) are expressed in by selecting the appropriate instance from the *Currency* combo box. **Note:** In case the user defines the currency to be different from the USD, s/he will have to define the exchange rate to USD as well.
7. Indicate whether the request has been submitted or not by selecting the appropriate checkbox.
8. Specify the commodities included in the request as described in the paragraphs below. All commodities listed in the request are displayed in the *Commodities* table, which contains such information about the commodity as its name, manufacturer, quantity, etc.

3.1 Adding a New Request Item

In order to add a commodity to the request, the user should follow the steps described below.

Steps:

1. Click on the **Add** button found below the *Commodities* table. The user will be directed to the *Commodity Information* section shown in Figure 3.

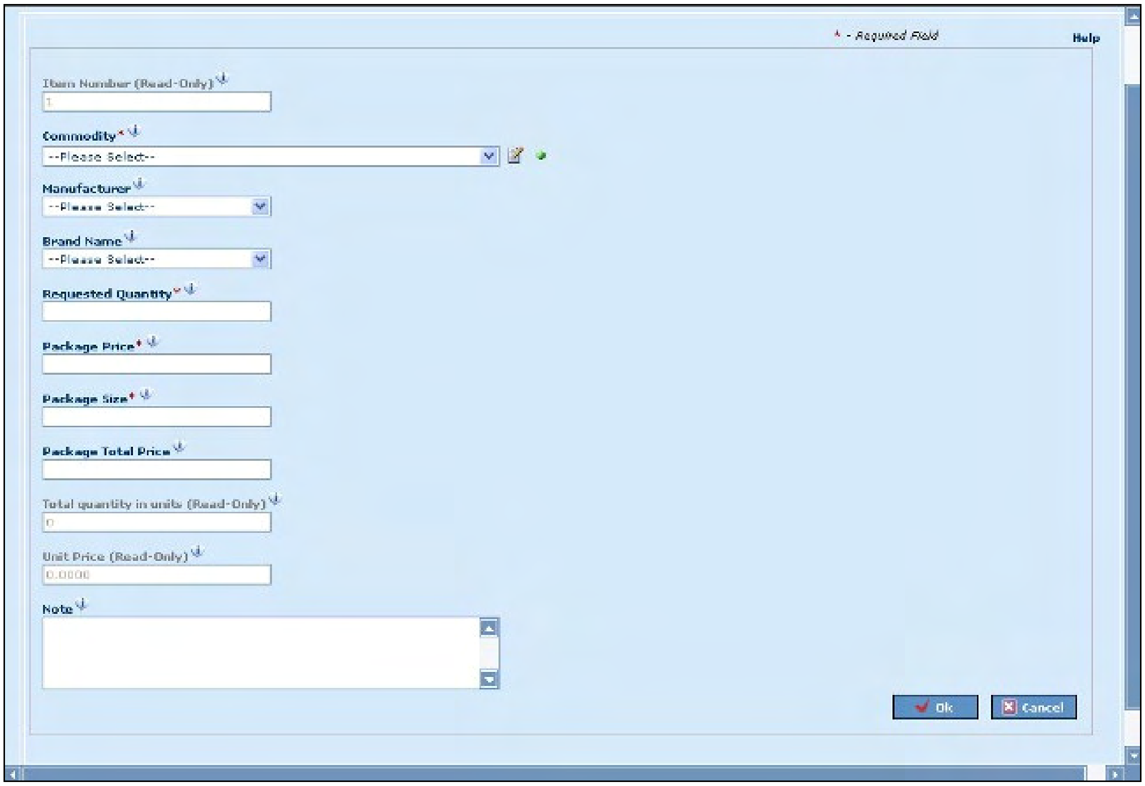

Figure 3: The Commodity Information Section

2. In the *Item Number* field, indicate the number of the commodity to be added to the request.
3. Specify the commodity to be added to the request by selecting the appropriate one from the *Commodity* combo box. **Note:** In the event the desired commodity is missing from the list, the user can add a new instance to it or edit the existing one.
   In order to add a new commodity, the user should:
   - Click in the “+” icon to the right of the *Commodity* field. A new window shown in Figure 4 will appear.
   - Indicate the generic medicine for the commodity being added by selecting the appropriate instance from the *Generic Medicine* combo box.
   - From the *Strength* combo box, select the commodity strength.
   - Specify the Product Form by selecting the appropriate instance from the respective combo box.
   - Indicate supplementary information about the commodity.
   - Specify the group the given commodity belongs under by selecting the appropriate instance from the *Medicine Group* combo box.
   - After finishing, click the **OK** button to save the information entered and return to the *Commodity Information* section.

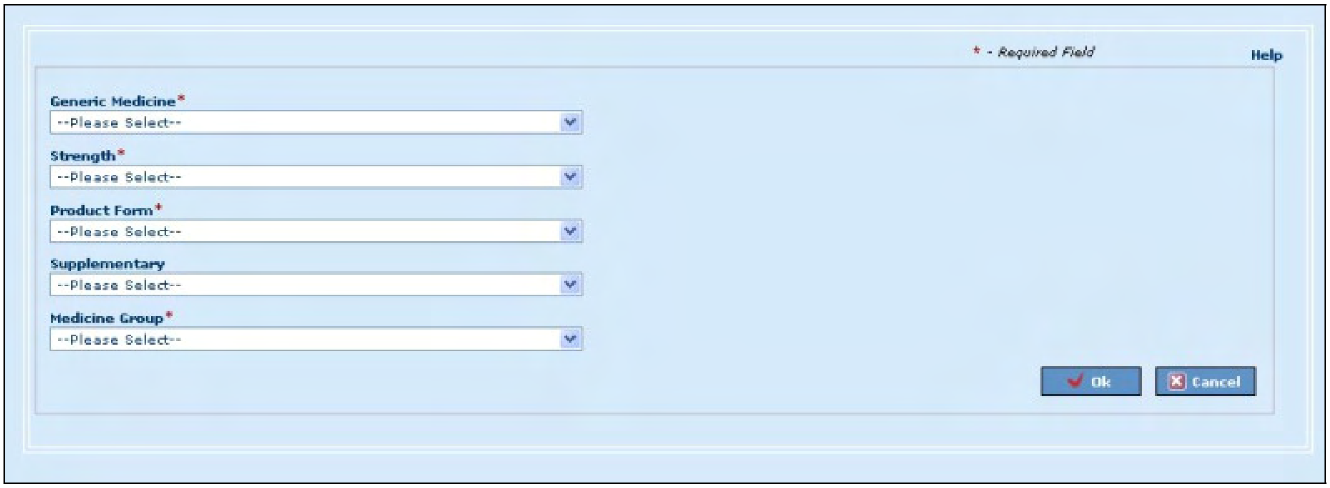

Figure 4: Adding a New Instance to the Commodity List

In order to edit an existing commodity record, the user should:

- Select the commodity that needs to be edited from the *Commodity* combo box.
- Click on the **(Edit)** button to the right of the *Commodity* field. A new window with the selected commodity data will appear.
- Make changes in the data displayed as described above.
- After finishing, click the **OK** button to save the changes made and return to the *Commodity Information* section.

4. Define the commodity manufacturer by selecting the appropriate instance from the *Manufacturer* combo box.
5. Indicate the Brand Name for the commodity.
6. Specify the quantity requested in the *Requested Quantity* field. Also, indicate the package price in the respective field. The values in these fields will be used to automatically calculate the package total price.
7. Specify the package size in the respective field.
8. Indicate the total quantity in units in the respective field. This value will be used to automatically calculate the Package Unit Price.
9. Provide additional comments, if it is necessary, in the *Notes* field.
10. After finishing, click the **OK** button to save the information input and return to the *Request* sub-module.

3.2 Editing an Existing Request Item

In order to edit an existing commodity record, the user should follow the steps described below.

Steps:

1. Select the commodity record that needs to be modified.
2. Click on the **(Edit)** button to the right of the selected field. The user will be directed to the *Commodity Information* section where s/he can modify the information displayed.
3. Make changes in the data displayed.

3.3 Deleting an Existing Request Item

In order to delete an existing commodity record, the user should follow the steps described below.

Steps:

1. Select the commodity record that needs to be deleted by ticking the checkbox to the left of the selected field. Please, be advised that ticking the checkbox in the commodity table header will select all records.
2. Click the **Delete** button found below the *Commodities* table.

4. THE PURCHASE ORDER SUB-MODULE

In the *Purchase Order (PO)* sub-module, the user can provide information on a confirmed order of commodities based on the initial request. The *Purchase Order (PO)* sub-module is presented in Figure 5 below.

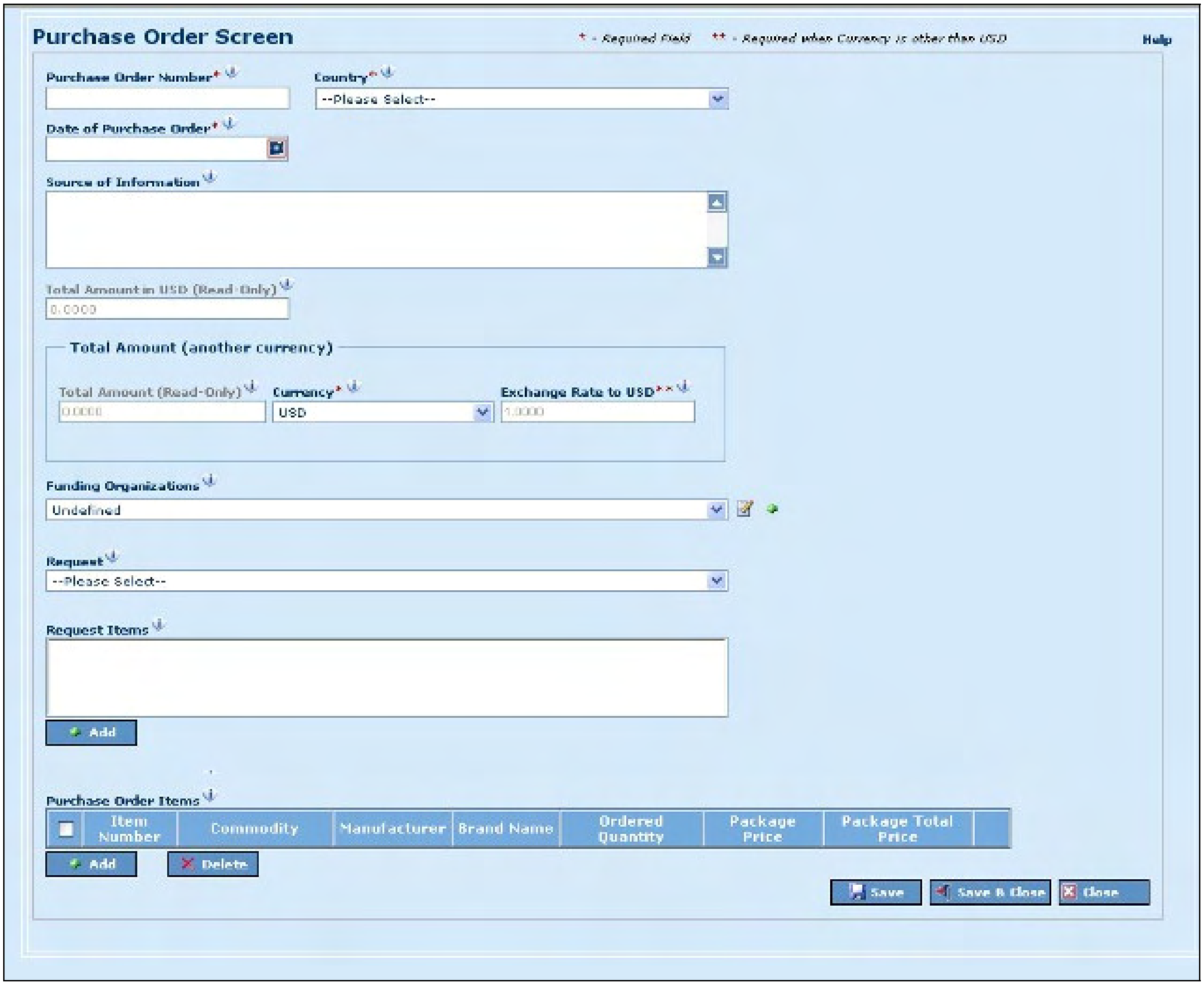

Figure 5: The Purchase Order Sub-module

In order to provide the information requested in this sub-module, the user should follow the steps described below.

Steps:

1. In the *Purchase Order Number* field, enter the purchase order number.
2. Specify the date when the purchase order is prepared in the *Date of Purchase Order* field. In order to define the purchase order date, the user can make use of the calendar that becomes available when clicking on the icon to the right of the respective field. By clicking on the icon, the user will be able to define the day / month / year when the purchase order is prepared.

3. Indicate the country that presented the request by selecting the appropriate instance from the *Country* combo box.
4. Specify the source providing the request data in the *Source of Information* field.
5. The *Total Amount in USD* field shows the total amount of purchase order. It is automatically calculated by 1. summing up the total package price for each commodity listed in the purchase order and 2. converting the amount into the USD in case in expressed in a currency other that the United States dollars.
6. In the *Total Amount (another currency)* section, indicate what currency the commodity amounts (e.g. Package Price) are expressed in by selecting the appropriate instance from the *Currency* combo box. **Note:** In case the user defines the currency to be different from the USD, s/he will have to define the exchange rate to USD as well.
7. Specify the organization providing financial resources to purchase the commodities indicated in the purchase order by selecting the appropriate instance from the *Funding Organization* combo box. **Note:** In the event the desired organization is missing from the list, the user can add a new instance to it or edit the existing one. **Recommendation!** It is recommended that the editing instance option should be used only in those cases when the instance information is not displayed correctly. But we do not recommend this option when the user aims to create a new instance by partially or completely changing existing instance information. It can happen that the instance has been used in the project data, and modifying it may result in incorrect project data.

   In order to add a new funding organization, the user should:
    - Click in the "+" icon to the right of the *Funding Organization* field. A new window shown in Figure 6 will appear.
    - Fill in the organization name in the *Name* field.
    - After finishing, save the information entered.

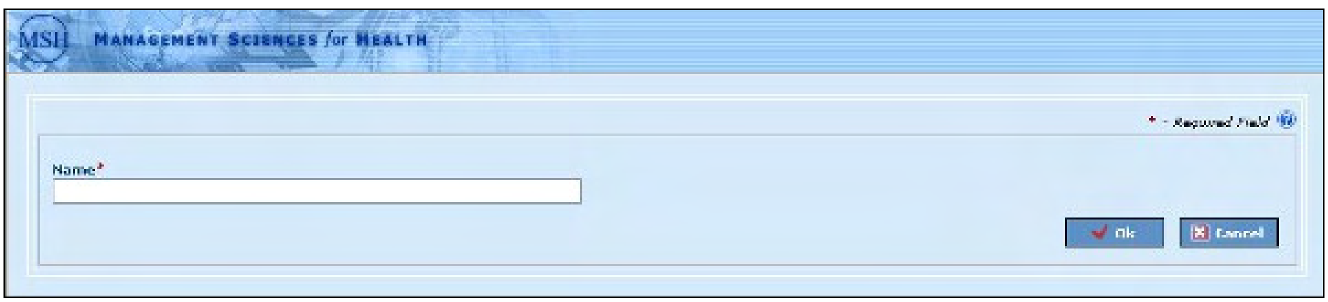

Figure 6: Adding a New Funding Organization

   In order to edit an existing funding organization, the user should:
   - Select the project data source to be edited from the *Funding Organization* combo box.
   - Click on the **(Edit)** button to the right of the *Funding Organization* field. A new window with the selected organization data will appear.
   - Make changes in the data displayed.
8. From the *Request* combo box, which lists all requests submitted by the country indicated in the *Country* field, select the one that is addressed by the purchase order.
9. Once the appropriate request is selected, the commodities listed in it will appear in the *Request Items* field. In order to include any of the request items in the purchase order, the user should:
   - Select the request item that needs to be included in the purchase order by highlighting it.
   - Click the **Add** button found below the *Request Items* field. The selected items will appear in the *Commodities* table.

Note: In the event the appropriate request does not exist or the user would like to manually enter the commodity information, the user can follow the instructions provided in the paragraphs below.

4.1 Adding a New Purchase Order Item

In order to add a commodity to the purchase order, the user should follow the steps described below.

Steps:

1. Click on the **Add** button found below the *Commodities* table. The user will be directed to the *Commodity Information* section.
2. In the *Item Number* field, indicate the number of the commodity to be added to the request.
3. Specify the commodity to be added to the request by selecting the appropriate one from the *Commodity* combo box. **Note:** In the event the desired commodity is missing from the list, the user can add a new instance to it or edit the existing one.
   In order to add a new commodity record, the user should:
   - Click in the "+" icon to the right of the *Commodity* field. A new window will appear.
   - Indicate the generic medicine for the commodity being added by selecting the appropriate instance from the *Generic Medicine* combo box.
   - From the *Strength* combo box, select the commodity strength.
   - Specify the Product Form by selecting the appropriate instance from the respective combo box.
   - Indicate supplementary information about the commodity.
   - Specify the group the given commodity belongs under by selecting the appropriate instance from the *Medicine Group* combo box.
   - After finishing, click the **OK** button to save the information entered and return to the *Commodity Information* section.

   In order to edit an existing commodity record, the user should:
   - Select the commodity that needs to be edited from the *Commodity* combo box.
   - Click on the **(Edit)** button to the right of the *Commodity* field. A new window with the selected commodity data will appear.
   - Make changes in the data displayed as described above.
   - After finishing, click the **OK** button to save the changes made and return to the *Commodity Information* section.
4. Define the commodity manufacturer by selecting the appropriate instance from the *Manufacturer* combo box.
5. Indicate the Brand Name for the commodity.
6. Specify the quantity of commodity being added in the *Ordered Quantity* field. Also, indicate the package price in the respective field. The values in these fields will be used to automatically calculate the package total price.
7. Specify the package size in the respective field.
8. Indicate the total quantity in units in the respective field. This value will be used to automatically calculate the Package Unit Price.
9. Provide additional comments, if it is necessary, in the *Notes* field.
10. After finishing, click the **OK** button to save the information input and return to the *Purchase Order* sub-module.

4.2 Editing an Existing Purchase Order Item

In order to edit an existing commodity record, the user should follow the steps described below.

Steps:

1. Select the commodity record that needs to be modified.
2. Click on the **(Edit)** button to the right of the selected field. The user will be directed to the *Commodity Information* section where s/he can modify the information displayed.
3. Make changes in the data displayed.

4.3 Deleting an Existing Purchase Order Item

In order to edit an existing commodity record, the user should follow the steps described below.

Steps:

1. Select the commodity record that needs to be deleted by ticking the checkbox to the left of the selected field. Please, be advised that ticking the checkbox in the commodity table header will select all records.
2. Click the **Delete** button found below the *Commodities* table.

5. THE INVOICE SUB-MODULE

In the *Invoice* sub-module, the user can provide information on the commodities purchased and shipped. It should be mentioned that the invoice is issued based on a particular purchase order. Please be advised that several invoices may reference one PO, but not otherwise. The *Invoice* sub-module is presented in Figure 7 below.

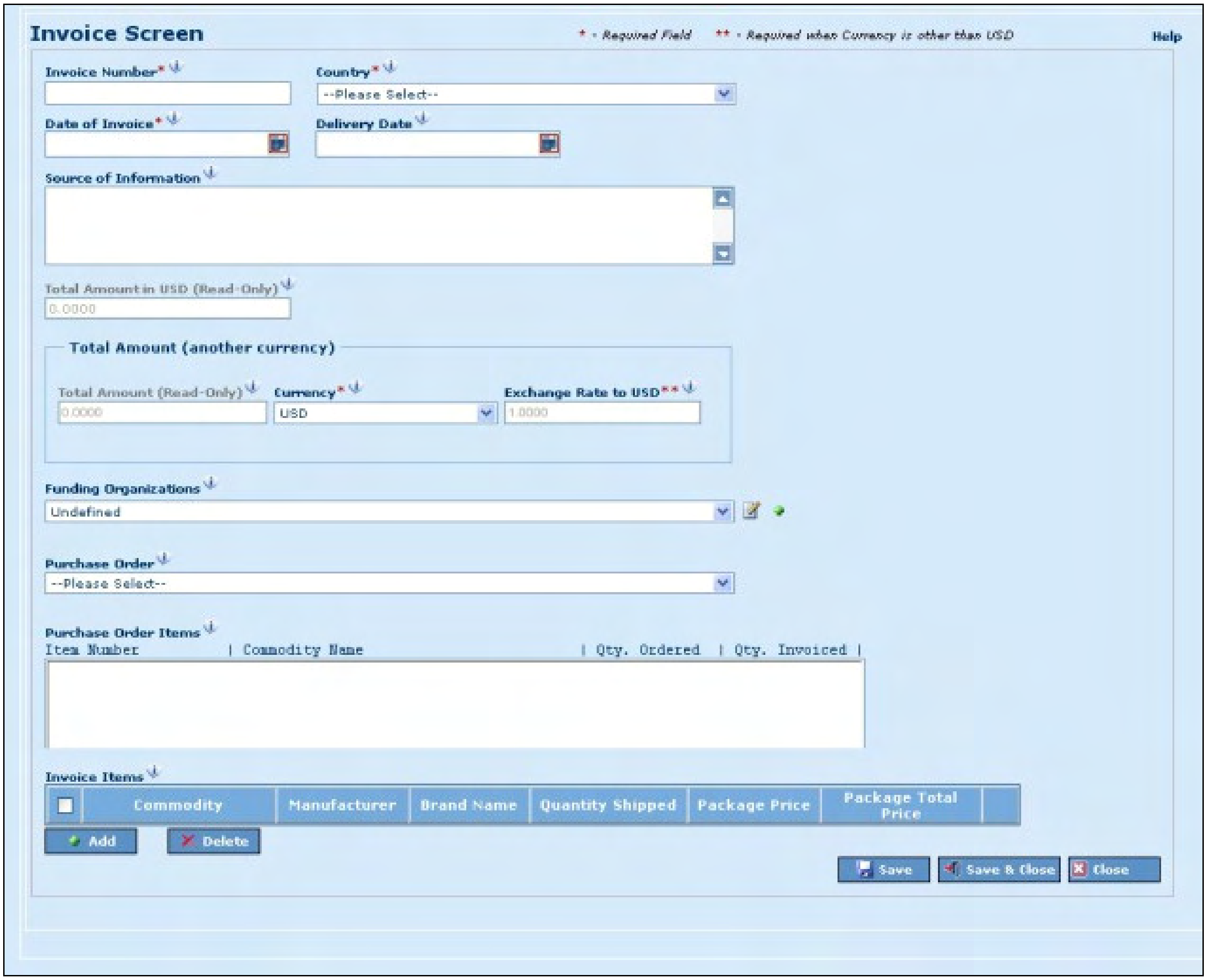

Figure 7: The Invoice Sub-module

In order to provide the information requested in this sub-module, the user should follow the steps described below.

Steps:

1. In the *Invoice Number* field, enter the invoice number.
2. Specify the date when the invoice is issued in the *Date of Invoice* field. In order to define the invoice date, the user can make use of the calendar that becomes available when clicking on the icon to the right of the respective field. By clicking on the icon, the user will be able to define the day / month / year when the invoice is issued.

3. In the *Delivery Date* field, indicate the date when the commodities listed in the invoice will be delivered. Please make use of the calendar as described above.
4. Indicate the country that presented the purchase order by selecting the appropriate instance from the *Country* combo box.
5. Specify the source providing the request data in the *Source of Information* field.
6. The *Total Amount in USD* field shows the total amount of invoice. It is automatically calculated by 1. summing up the total package price for each commodity listed in the invoice and 2. converting the amount into the USD in case in expressed in a currency other that the United States dollars.
7. In the *Total Amount (another currency)* section, indicate what currency the commodity amounts (e.g. Package Price) are expressed in by selecting the appropriate instance from the *Currency* combo box. **Note:** In case the user defines the currency to be different from the USD, s/he will have to define the exchange rate to USD as well.
8. Specify the organization providing financial resources to purchase the commodities indicated in the invoice by selecting the appropriate instance from the *Funding Organization* combo box.
9. From the *Purchase Order* combo box, which lists all purchase orders submitted by the country defined in the *Country* field, select the one that is addressed by the invoice.
10. Once the appropriate purchase order is selected, the commodities listed in it will appear in the *Purchase Order Items* field. In order to include any of the request items in the invoice, the user should:
    - Select the purchase order item that needs to be included in the invoice by highlighting it.
    - Click the **Add** button found below the *Request Items* field. The selected items will appear in the *Commodities* table. **Note:** Once the user selects a purchase order item to include it into the invoice and the selected item appears in the *Commodities* table, the user will not be able to make any modifications in it besides in the commodity quantity invoiced, which cannot be greater that the quantity requested. Moreover, the user will not be able to manually add any commodities that were not included in the purchase order to the invoice.

Note: In case the user has indicated a wrong purchase order and would like to replace it will the different one, s/he will have to first delete all the selected commodities in the *Commodities* table and only after that select a different purchase order following the instructions given above.

5.1 Adding a New Invoice Item

In the event a purchase order does not exist for the country defined in the Country field, the user can add commodities to the invoice.

In order to add a commodity to the invoice, the user should follow the steps described below.

Steps:

1. Click on the **Add** button found below the *Commodities* table. The user will be directed to the *Commodity Information* section.
2. In the *Item Number* field, indicate the number of the commodity to be added to the request.
3. Specify the commodity to be added to the request by selecting the appropriate one from the *Commodity* combo box. **Note:** In the event the desired commodity is missing from the list, the user can add a new instance to it or edit the existing one.
   In order to add a new commodity record, the user should:
   - Click in the “+” icon to the right of the *Commodity* field. A new window will appear.

  - Indicate the generic medicine for the commodity being added by selecting the appropriate instance from the *Generic Medicine* combo box.
  - From the *Strength* combo box, select the commodity strength.
  - Specify the Product Form by selecting the appropriate instance from the respective combo box.
  - Indicate supplementary information about the commodity.
  - Specify the group the given commodity belongs under by selecting the appropriate instance from the *Medicine Group* combo box.
  - After finishing, click the **OK** button to save the information entered and return to the *Commodity Information* section.

   In order to edit an existing commodity record, the user should:

  - Select the commodity that needs to be edited from the *Commodity* combo box.
  - Click on the **(Edit)** button to the right of the *Commodity* field. A new window with the selected commodity data will appear.
  - Make changes in the data displayed as described above.
  - After finishing, click the **OK** button to save the changes made and return to the *Commodity Information* section.

4. Define the commodity manufacturer by selecting the appropriate instance from the *Manufacturer* combo box.
5. Indicate the Brand Name for the commodity.
6. Specify the quantity of the commodity being added in the *Donated Quantity* field. Also, indicate the package price in the respective field. The values in these fields will be used to automatically calculate the package total price.
7. Specify the package size in the respective field.
8. Indicate the total quantity in units in the respective field. This value will be used to automatically calculate the Package Unit Price.
9. Provide additional comments, if it is necessary, in the *Notes* field.
10. After finishing, click the **OK** button to save the information input and return to the *Invoice* sub-module.

5.2 Editing an Existing Invoice Item

In order to edit an existing commodity record, the user should follow the steps described below.

Steps:

1. Select the commodity record that needs to be modified.
2. Click on the **(Edit)** button to the right of the selected field. The user will be directed to the *Commodity Information* section where s/he can modify the information displayed.
3. Make changes in the data displayed.

5.3 Deleting an Existing Invoice Item

In order to edit an existing commodity record, the user should follow the steps described below.

Steps:

1. Select the commodity record that needs to be deleted by ticking the checkbox to the left of the selected field. Please, be advised that ticking the checkbox in the commodity table header will select all records.
2. Click the **Delete** button found below the *Commodities* table.

6. THE DONATION SUB-MODULE

In the *Donation* sub-module, the user can provide information on the commodities delivered independently from the Request and PO process. The *Donation* sub-module is presented in Figure 8 below.

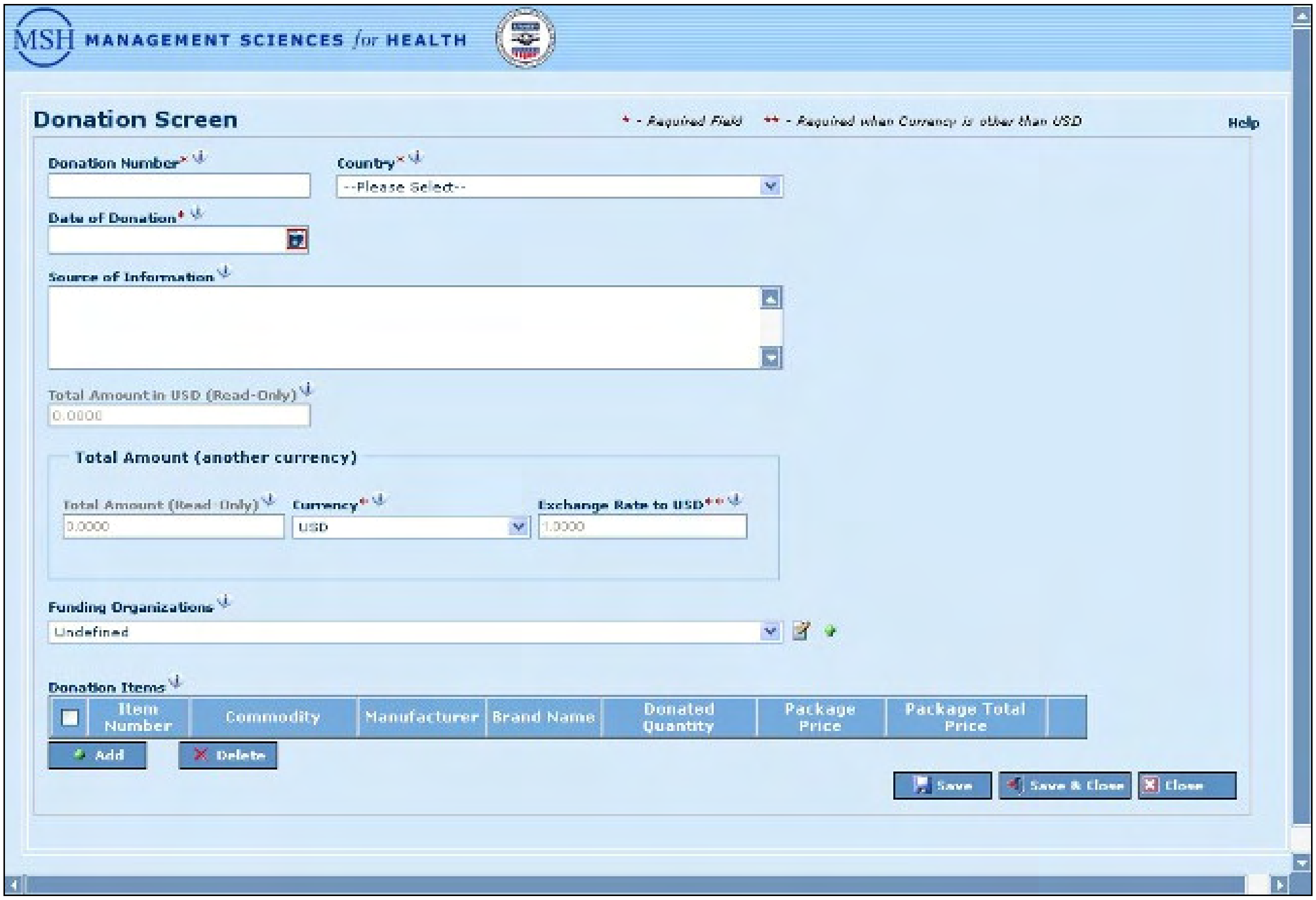

Figure 8: The Donation Sub-module

In order to provide the information requested in this sub-module, the user should follow the steps described below.

Steps:

1. In the *Donation Number* field, enter the donation number.
2. Specify the date when the donation is made in the *Date of Donation* field. In order to define the donation date, the user can make use of the calendar that becomes available when clicking on the icon to the right of the respective field. By clicking on the icon, the user will be able to define the day / month / year when the donation is made.
3. Indicate the country that will receive the donation by selecting the appropriate instance from the *Country* combo box.
4. Specify the source providing the request data in the *Source of Information* field.
5. The *Total Amount in USD* field shows the total amount of request. It is automatically calculated by 1. summing up the total package price for each donated commodity and 2.

converting the amount into the USD in case in expressed in a currency other that the United States dollars.

6. In the *Total Amount (another currency)* section, indicate what currency the commodity amounts (e.g. Package Price) are expressed in by selecting the appropriate instance from the *Currency* combo box. **Note:** In case the user defines the currency to be different from the USD, s/he will have to define the exchange rate to USD as well.
7. Specify the commodities being donated as described in the paragraphs below. All donated commodities are displayed in the *Commodities* table, which contains such information about the commodity as its name, manufacturer, quantity, etc.

6.1 Adding a New Donation Item

In order to add a commodity record, the user should follow the steps described below.

Steps:

1. Click on the **Add** button found below the *Commodities* table. The user will be directed to the *Commodity Information* section.
2. In the *Item Number* field, indicate the number of the commodity to be added to the request.
3. Specify the commodity to be added to the request by selecting the appropriate one from the *Commodity* combo box. **Note:** In the event the desired commodity is missing from the list, the user can add a new instance to it or edit the existing one.
   In order to add a new commodity, the user should:
   - Click in the "+" icon to the right of the *Commodity* field. A new window will appear.
   - Indicate the generic medicine for the commodity being added by selecting the appropriate instance from the *Generic Medicine* combo box.
   - From the *Strength* combo box, select the commodity strength.
   - Specify the Product Form by selecting the appropriate instance from the respective combo box.
   - Indicate supplementary information about the commodity.
   - Specify the group the given commodity belongs under by selecting the appropriate instance from the *Medicine Group* combo box.
   - After finishing, click the **OK** button to save the information entered and return to the *Commodity Information* section.

   In order to edit an existing commodity record, the user should:
   - Select the commodity that needs to be edited from the *Commodity* combo box.
   - Click on the **(Edit)** button to the right of the *Commodity* field. A new window with the selected commodity data will appear.
   - Make changes in the data displayed as described above.
   - After finishing, click the **OK** button to save the changes made and return to the *Commodity Information* section.
4. Define the commodity manufacturer by selecting the appropriate instance from the *Manufacturer* combo box.
5. Indicate the Brand Name for the commodity.
6. Specify the quantity requested in the *Requested Quantity* field. Also, indicate the package price in the respective field. The values in these fields will be used to automatically calculate the package total price.
7. Specify the package size in the respective field.

8. Indicate the total quantity in units in the respective field. This value will be used to automatically calculate the Package Unit Price.
9. Provide additional comments, if it is necessary, in the *Notes* field.
10. After finishing, click the **OK** button to save the information input and return to the *Donation* sub-module.

6.2 Editing an Existing Donation Item

In order to edit an existing commodity record, the user should follow the steps described below.

Steps:

1. Select the commodity record that needs to be modified.
2. Click on the **(Edit)** button to the right of the selected field. The user will be directed to the *Commodity Information* section where s/he can modify the information displayed.
3. Make changes in the data displayed.

6.3 Deleting an Existing Donation Item

In order to edit an existing commodity record, the user should follow the steps described below.

Steps:

1. Select the commodity record that needs to be deleted by ticking the checkbox to the left of the selected field. Please, be advised that ticking the checkbox in the commodity table header will select all records.
2. Click the **Delete** button found below the *Commodities* table.

ANNEX 1: DEFINITIONS OF TERMS

TERM	DEFINITION
Brand Name	Originator brand name or branded generic name of product (if available)
Commodity Group	A category of commodities. (The groups found in the CTT are based on the WHO Therapeutic Classification System.)
Commodity	Generic name of product that also includes the dose and formulation
Country	Name of country receiving product
Date of Invoice	Date assigned to the invoice by the shipping agent
Date of Purchase Order	Date designated on the purchase order
Date of Request	Initial date of country request (final quantification/forecast)
Delivered	Product received in-country by consignee
Delivery Date	Date shipment is received by consignee
Document Date	Date of document creation
Document Type	Differentiates between the various documents referenced in the CTT: donations, purchase orders, invoices, and purchase requests
Donated Quantity/Units	Quantity (in units) of product provided by the supplier at no cost (note: other fees such as shipping and handling may apply)
Donation	Product provided by the supplier at no cost (note: other fees such as shipping and handling may apply)
Exchange Rate to USD	Current exchange rate of specified currency to United States Dollars
Funding Organization	Name of organization or government program providing funding
Grand Total Quantity/Units	Quantities of product under request + product on order + product shipped but not yet delivered + product delivered + product donated (formula may change as filters are applied and search criteria are specified)
Grand Total Value	Values of product under request + product on order + product shipped but not yet delivered + product delivered + product donated (formula may change as filters are applied and search criteria are specified)
Invoice Number	Identifier number assigned to the invoice by the shipping agent
Invoice	Billing document issued by the supplier indicating which products from a purchase order have been included in a particular shipment. One invoice is issued per shipment
Manufacturer	Product manufacturer (if available)
On Order	Product that has been procured through a purchase order but has not yet been delivered to a country
Ordered Quantity/Units	Quantity (in units) of product that has been procured through a purchase order but has not yet been delivered to a country
Package Price	The price per pack of the commodity
Package Size	The amount of units per pack (e.g., tablets per pack; ml per bottle, etc.)
Package Total Price	Package Price * Quantity Shipped
Purchase Order Number	Identifier number assigned to the purchase order
Purchase Order	An order and commitment to purchase items at negotiated terms
Quantity	The number of packs
Request	Forecasted estimate of upcoming purchase order

Request Number	Identifying number for the request placed (automatically generated by the system)
Requested Quantity/Units	Quantity (in units) included in the final quantification/forecast
Shipped Quantity/Units	Quantity (in units) of product which has left the point of origin and is in the process of being delivered to a country
Shipped	Product which has left the point of origin and is in the process of being delivered to a country
Source of Information	Agency/program providing data or documents
Total quantities in units (Read Only)	Quantity Shipped * Package Size
Total Value Donated	The total value in US Dollars of product provided by the supplier at no cost (note: other fees such as shipping and handling may apply)
Total Value on Order	The total value in US Dollars of product that has been procured through a purchase order but has not yet been delivered to a country
Total Value Shipped	The total value in US Dollars of product which has left the point of origin and is in the process of being delivered to a country
Total Value Under Request	The total value in US Dollars of products included in the final quantification/forecast
Under Request	Those products and quantities included in the final quantification/forecast
Year	Year of document creation